



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

MATERIALS & STORES SPECIALIST

SALARY RANGE:	A: \$2,877 - \$3,591 per month* <small>*The Starting Salary applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Limited Term (24-Month)/Full-Time <small>*This position is a Limited Term appointment with the potential to become permanent.</small>
PROGRAM/DEPARTMENT:	General Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has a Limited Term (24-month), Full Time vacancy for a Materials and Stores Specialist (M&SS). The M&SS reports directly to the Warehouse Manager. Typical duties include, but are not limited to directing and organizing the receipt, storage, issuance and shipping of various supplies for shops overseen by General Services. The incumbent assists the Warehouse Manager and directs work of lower level staff, operates all material handling equipment and performs heavy labor. The incumbent monitors all activities of warehousing operations; trains all staff involved in ordering, receiving, issuing and shipping of materials and supplies; coordinates the storage of items with the Warehouse Manager; participates in work area sanitation and safety procedures also keeping accurate records of all expenditures and providing the information for monthly and annual budget reports; other duties as indicated on the employee's official, signed duty statement.

WHO IS ELIGIBLE TO APPLY:

Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of any one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at www.calhr.ca.gov. Please specify the type of eligibility you possess when applying. Applications may be obtained from the Human Resources Office at the Sonoma Developmental Center or downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

PLEASE SEND YOUR COMPLETED (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Human Resources Examination Unit – Room 124
P.O. Box 1493 (Please use when mailing)
15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6650 (You may contact Karrie Hubbenette for questions specific to the essential functions of the position only. Civil Service Eligibility will be determined by the analyst in the Sonoma Developmental Center Human Resources Department).

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.